

RECYCLING COMMODITY MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate paraprofessional and administrative work assisting in directing waste management activities; does related work as required. Work is performed under limited supervision. Supervision exercised over department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting in directing waste management operations and activities, including municipal solid waste collection and disposal, landfill operations, recycling collection, processing and public education; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develops landfill diversion programs.
- Coordinates various work projects.
- Performs analysis of landfill diversion program issues, practices and procedures and analyses effectiveness; develops new procedures for generation, collection, processing and marketing.
- Assists in preparing and managing division budget.
- Maintains a comprehensive knowledge of recycling and litter prevention trends.
- Recommends training and education for staff.
- Oversees various marketing areas including flyers, brochures, website, etc.
- Presents programs to interested organizations and individuals.
- Oversees research, identification, creation and monitoring of diverting, end-user and communications.
- Attends Virginia Council for Litter Prevention & Recycling, Virginia Recycling Association and other professional organization meetings and conferences.
- Oversees volunteer program, along with development and organization of community events.
- Reads and interprets recycling statistics for reports and presentations.
- Oversees and approves supply orders; researches grant applications.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of solid waste disposal requirements and procedures; thorough knowledge of materials, methods and practices of solid waste collection and recyclables; thorough knowledge of the types of recyclable materials; thorough knowledge of the various types of equipment used in the collection and disposal of solid waste and recyclables; thorough knowledge of the hazards and safety precautions of the work; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in environmental science or related field and considerable experience in landfill and related operations.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.